

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-174
“CORRECTION”**

OPENING DATE: 17 Dec 14 **CLOSING DATE:** 10 Jan 15 **AGENCY:** 5701 **PIN:** 294
297

POSITION: FACILITIES MAINTENANCE REPAIRER I (Camp McCain)

STARTING SALARY: \$23,421.32

LOCATION OF POSITION: Camp McCain Training Center, 3152 James H. Biddy Road, Grenada, MS 38901-8973.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. High school education or GED equivalent and three (3) year(s) experience in facility maintenance such as, carpentry, electrical, plumbing, painting, or related field. Related experience and related education may be substituted on an equal basis.
2. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
3. Physical condition of such nature as to permit standing, stooping, climbing, and continuous moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Responsible for complete maintenance of area of assignment.
2. Inspects buildings for cleanliness and maintenance requirements. Responsible for a wide range of duties in the area of facility maintenance. May be required to perform duties as a lead person during supervisor's absence.
3. Proficient with sheet rock, ceilings, locksets, doors and door closures and windows.
4. Knowledge of plumbing repairs.
5. Operate a backhoe and farm tractors with various attachments in ditching, sloping, and lifting operations.
6. Observes and adjusts a wide variety of mechanical machines and devices to assure proper operation, including pumps, engines, motors, compressors, and laboratory equipment. Dismantles machines and devices for servicing, repairing, or replacing parts.
7. Minor HVAC repairs, such as belts, fuses, loose wires, contractors, etc.
8. Maintain water coolers and other equipment.
9. Regulates hot water equipment in mechanical rooms and adjust valves, thermostats, and dampers.
10. Must be available for call outs after hours.
11. Performs order related duties as assigned.
12. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1Oct 14)

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPARTMENT AGO AND Form 82-2R, dated 1 Jul 14**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.mil, or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.